SECRET

SPEED LETTER SPEED LETTER Secretary Secretary	1	
To: Records Management Officer, DDP/AF To: Records Adminstration Branch To: Records Management Officer, DDP/AF To: Records Adminstration Branch To:	Speed letter	REPLY REQUESTED
1. As you know, a shortage of file equipment still exists in the Agency, and we are attempting to release as many safes as possible for reassignment and reissue. The President has also extended his moratorium on the purchase of file equipment, and this makes it even more essential that we better utilize the equipment we have. 2. If any Offices within your component are now storing unclassified catalogs, bound reports, supplies, forms, periodicals, and other materials in active file equipment, of in supply cabinets which occupy valuable office space, you may be interested in a new type of equipment which may be mounted on the top of filing cabinets or safe-files. 3. The attached brochure from the General Fireproofing Company illustrates this new type of over-file storage cabinets. And while this company is not the only supplier of this equipment, this brochure was one immediately available; so, we are sending it to you as a matter of general information. Also, we have a piece of this equipment on display in Room 702, Magazine Building, which you may see at any time. 4. I would appreciate your comments as to the utility or other aspects of the over-file storage cabinet idea. If you are interested in obstitute mome information shout this type equipment, let us know. If you are should contact us for assistance. Att: Equipment Brochure REPLY 1. The 1966 Records Inventory for the DBF/Africa Division reflects 199.1 linear feet of background, reference and working papers. It also reflects 7 linear feet of various types of lists (machine runs) and 7 linera feet of blank forms. The reason most of this material retained therein would be covered by the sliding doors. It could be of great concern to the individual responsible for the "security check" of the office. 3. I will query the various Branches and Sections and see if anyone could make use of this equipment and notify you of my findings.	OTLED LETTER	LETTER NO.
attempting to release as many safes as possible for reassignment and reissue. The President has also extended his moratorium on the purchase of file equipment, and this makes it even more essential that we better utilize the equipment we have. 2. If any Offices within your component are now storing unclassified catalogs, bound reports, supplies, forms, periodicals, and other materials in active file equipment, on supply cabinets which occupy valuable office space, you may be interested in a new type of equipment which may be mounted on the top of filing cabinets or safe-files. 3. The attached brochure from the General Fireproofing Company illustrates this new type of over-file storage cabinets. And while this company is not the only supplier of this equipment, this brochure was one immediately available; so, we are sending it to you as a matter of general information. Also, we have a piece of this equipment on display in Room 702, Magazine Building, which you may see at any time. 4. I would apprediate your comments as to the utility or other aspects of the overfile storage cabinet idea. If you are interested in chisTDMnG moment information shout this type equipment, let us know. If you are should contact us for assistance. REPLY 25x1 1. The 1966 Records Inventory for the DDF/Africa Division reflects 199.1 linear feet of background, reference and working papers. It also reflects 7 linear feet of various types of lists(machine runs) and 7 linear feet of blank forms. The reason most of this material is retained in safes is due to the fact that it is classified. 2. I believe this type of over-file storage cabinet could be a real security hazard since the material retained therein would be covered by the sliding doors. It could be of great concern to the individual responsible for the "security check" of the office. 3. I will query the various Branches and Sections and see if anyone could make use of this equipment and notify you of my findings.]	Support Services Staff DDS
reports, supplies, forms, periodicals, and other materials in active file equipment, or in supply cabinets which occupy valuable office space, you may be interested in a new type of equipment which may be mounted on the top of filling cabinets or safe-files. 3. The attached brochure from the General Fireproofing Company illustrates this new type of over-file storage cabinets. And while this company is not the only supplier of this equipment, this brochure was one immediately available; so, we are sending it to you as a matter of general information. Also, we have a piece of this equipment on display in Room 702, Magazine Building, which you may see at any time. 4. I would appreciate your comments as to the utility or other aspects of the over-file storage cabinet idea. If you are interested in obtaining momental information about this type equipment, let us know. If you are should contact us for assistance. Att: Equipment Brochure REPLY 1. The 1966 Records Inventory for the DDP/Africa Division reflects 199.1 linear feet of background, reference and working papers. It also reflects 7 linear feet of various types of lists (machine runs) and 7 linear feet of blank forms. The reason most of this material is retained in safes is due to the fact that it is classified. 2. I believe this type of over-file storage cabinet could be a real security hazard since the material retained therein would be covered by the sliding doors. It could be of great concern to the individual responsible for the "security check" of the office. 3. I will query the various Branches and Sections and see if anyone could make use of this equipment and notify you of my findings. P.S. What do they cost?	attempting to release as many safes as possible for reassignment and reissue. The President has also extended his moratorium on the purchase of file equipment, and	
type of over-file storage cabinets. And while this company is not the only supplier of this equipment, this brochure was one immediately available; so, we are sending it to you as a matter of general information. Also, we have a piece of this equipment on display in Room 702, Magazine Building, which you may see at any time. 4. I would appreciate your comments as to the utility or other aspects of the overfile storage cabinet idea. If you are interested in obtained mone information shout this type equipment, let us know. If you are should contact us for assistance. Att: Equipment Brochure REPLY 1. The 1966 Records Inventory for the DDP/Africa Division reflects 199.1 linear feet of background, reference and working papers. It also reflects 7 linear feet of various types of lists(machine runs) and 7 linear feet of blank forms. The reason most of this material is retained in safes is due to the fact that it is classified. 2. I believe this type of over-file storage cabinet could be a real security hazard since the material retained therein would be covered by the sliding doors. It could be of great concern to the individual responsible for the "security check" of the office. 3. I will query the various Branches and Sections and see if anyone could make use of this equipment and notify you of my findings. P.S. What do they cost?	reports, supplies, forms, periodicals, and in supply cabinets which occupy valuable of	other materials in active file equipment, of fice space, you may be interested in a new
file storage cabinet idea. If you are interested in obtained wave information shout this type equipment, let us know. If you are should contact us for assistance. Att: Equipment Brochure REPLY 1. The 1966 Records Inventory for the DDP/Africa Division reflects 199.1 linear feet of background, reference and working papers. It also reflects 7 linear feet of various types of lists(machine runs) and 7 linera feet of blank forms. The reason most of this material is retained in safes is due to the fact that it is classified. 2. I believe this type of over-file storage cabinet could be a real security hazard since the material retained therein would be covered by the sliding doors. It could be of great concern to the individual responsible for the "security check" of the office. 3. I will query the various Branches and Sections and see if anyone could make use of this equipment and notify you of my findings. P.S. What do they cost?	type of over-file storage cabinets. And while this company is not the only supplier of this equipment, this brochure was one immediately available; so, we are sending it to you as a matter of general information. Also, we have a piece of this equipment on	
REPLY 1. The 1966 Records Inventory for the DDF/Africa Division reflects 199.1 linear feet of background, reference and working papers. It also reflects 7 linear feet of various types of lists(machine runs) and 7 linera feet of blank forms. The reason most of this material is retained in safes is due to the fact that it is classified. 2. I believe this type of over-file storage cabinet could be a real security hazard since the material retained therein would be covered by the sliding doors. It could be of great concern to the individual responsible for the "security check" of the office. 3. I will query the various Branches and Sections and see if anyone could make use of this equipment and notify you of my findings. 25x1 P.S. What do they cost?	file storage cabinet idea. If you are inte this type equipment, let us know. If you a should contact us for assistance.	rested in obtaining more information about
1. The 1966 Records Inventory for the DDP/Africa Division reflects 199.1 linear feet of background, reference and working papers. It also reflects 7 linear feet of various types of lists(machine runs) and 7 linera feet of blank forms. The reason most of this material is retained in safes is due to the fact that it is classified. 2. I believe this type of over-file storage cabinet could be a real security hazard since the material retained therein would be covered by the sliding doors. It could be of great concern to the individual responsible for the "security check" of the office. 3. I will query the various Branches and Sections and see if anyone could make use of this equipment and notify you of my findings.	Att: Equipment Brochure	
feet of background, reference and working papers. It also reflects 7 linear feet of various types of lists(machine runs) and 7 linear feet of blank forms. The reason most of this material is retained in safes is due to the fact that it is classified. 2. I believe this type of over-file storage cabinet could be a real security hazard since the material retained therein would be covered by the sliding doors. It could be of great concern to the individual responsible for the "security check" of the office. 3. I will query the various Branches and Sections and see if anyone could make use of this equipment and notify you of my findings. P.S. What do they cost?	REPLY	DATE 25X1
It could be of great concern to the individual responsible for the "security check" of the office. 3. I will query the various Branches and Sections and see if anyone could make use of this equipment and notify you of my findings. 25x1 P.S. What do they cost?	feet of background, reference and working papers. It also reflects 7 linear feet of various types of lists(machine runs) and 7 linera feet of blank forms. The reason most of this material is retained in safes is due to the fact that it is classified. 2. I believe this type of over-file storage cabinet could be a real security	
use of this equipment and notify you of my findings. P.S. What do they cost?	2. I believe this type of over-file storage hazard since the material retained therein	o oceanio ocana oc a real pecalital
P.S. What do they cost?	hazard since the material retained therein It could be of great concern to the individ	would be covered by the sliding doors.
SIGNATURE	hazard since the material retained therein It could be of great concern to the individ of the office. 3. I will query the various Branches and S	would be covered by the sliding doors. tual responsible for the "security check" ections and see if anyone could make findings.
	hazard since the material retained therein It could be of great concern to the individ of the office. 3. I will query the various Branches and S	would be covered by the sliding doors. tual responsible for the "security check" ections and see if anyone could make findings.
RETURN TO ORIGINATOR	hazard since the material retained therein It could be of great concern to the individ of the office. 3. I will query the various Branches and S use of this equipment and notify you of my	would be covered by the sliding doors. tual responsible for the "security check" sections and see if anyone could make findings.
	hazard since the material retained therein It could be of great concern to the individ of the office. 3. I will query the various Branches and S use of this equipment and notify you of my	would be covered by the sliding doors. tual responsible for the "security check" sections and see if anyone could make findings.